



# TRAVEL INFORMATION & POLICY

Subject:	Number:
Lodging and Private Aircraft Mileage Reimbursement Increase for Excluded Employees	TIP 16-05
	Date Issued:
	August 5, 2016
References:	Expires:
<a href="#">Department of Human Resources (CalHR) PML 2016-020</a>	Until Rescinded

**Purpose:** Effective July 1, 2016, the Department of Human Resources (CalHR) increased lodging and private aircraft mileage reimbursement rates for official state travel for all Excluded employees, which includes all supervisors, managerial, and confidential employees.

**Effective 7/1/2016:** **Short-Term Lodging Rate Reimbursement Increases for Excluded Employees:**

- Alameda, San Mateo, and Santa Clara Counties: Actual lodging expense, supported by a receipt, up to \$140 per night, plus tax.
- San Francisco County: Actual lodging expense, supported by a receipt, up to \$250 per night, plus tax.

**Private Aircraft Mileage Reimbursement Increases for Excluded Employees:**

- Effective July 1, 2016, the reimbursement rate for an employee's use of a privately owned aircraft on state business shall be at the Federal General Services Administration's (GSA) Privately Owned Aircraft Mileage Reimbursement Rate, which is currently \$1.17 per statute mile.

If you have questions about this TIP, please contact Cassie Baba at (916) 227-8652 or the Travel Information Line at (916) 227-9061.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail [Cassie.Baba@dot.ca.gov](mailto:Cassie.Baba@dot.ca.gov). TTY users may also call (800) 735-2922.

